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## HME Renewal Information and Resources

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Dear Home Medical Equipment Services Provider,

All Home Medical Equipment Services Provider licenses (HMEL) and registrations (HMER) are set to expire on **June 30, 2022**.

Important information and guidance about the upcoming renewal cycle is included below. Please review this information before beginning the renewal application.

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**Renewal begins May 1, 2022.**

An email notification will be sent to the HME service providers on **May 1, 2022** indicating the license/registration can be renewed. Renewal applications cannot be submitted before that date.

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**All renewal applications must be submitted via the [state's eLicense system](#).**

The State of Ohio Board of Pharmacy transitioned to the [state's new eLicense system](#) on April 23, 2018. All applications and forms must now be submitted electronically. Any paper applications or forms sent to the Board will be returned and may cause a delay in the license renewal.

To review a step-by-step guide and sample application please visit the appropriate link below.

- [HMEL](#)
  - [HMER](#)
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**[eLicense Ohio](#) users must register for an account to renew and manage their licenses/registrations.**

Individuals who will be renewing a HME services provider license/registration must register for an account if they do not already have one for their professional licensure (pharmacist, physician, nurse, dentist, etc.).

For a step-by-step guidance on how to register for an account, please review [this document](#).

Individuals who already have an account but forgot their password may reset the password by selecting "Forgot Password?" link on the login site. A password reset link will be emailed to you. The link expires after 24 hours, so be sure to reset your password as soon as possible.

Individuals who already have an account but have not logged on in the last 12 months may be required to reset their password. Follow the on-screen instructions to reset your password.

**[It is strongly recommended to use Google Chrome to access eLicense Ohio and to submit the renewal application.](#)**

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**Renewal fees must be paid via credit card (Visa, Discover, or MasterCard).**

The renewal fee is as follows:

- Home Medical Equipment Services Provider License (HMEL): \$400.00
- Home Medical Equipment Services Provider Registration (HMER): \$300.00
- eLicense System Transaction Fee: \$3.50\*

*\*The eLicense System Transaction Fee will be assessed on each license/registration that is renewed in the eLicense Ohio system operated by the Ohio Department of Administrative Services. Licensing boards and commissions do not receive revenue from this fee. The transaction fee is nonrefundable.*

**If the HME provider has experienced a change in address, ownership, and/or business name, a Change in Business Description should be submitted.**

Effective December 15, 2019, [OAC 4729:11-2-05](#) requires any HMEL or HMER that experiences a change in address, ownership, and/or business name submit an application and fee. The appropriate application is known as a "Change in Business Description" available in the eLicense system.

The Change in Business Description will qualify as renewal for the license/registration and a renewal application will not be required. For instructions on submitting a Change in Business Description please review this [guidance document](#).

**Please note: Any changes previously reported to the Board are on file and do not require the change application.**

**Each HMEL and HMER must have a Designated Representative submitted prior to the renewal of the license/registration.**

Effective December 15, 2019, [OAC 4729:11-2-02](#) requires all HMEL and HMER to name a designated representative for the license/registration. To verify your designated representative, please utilize the Board's license search [here](#).

To submit a new designated representative or to update an existing designated representative, utilize the [change of designated representative form](#). Please allow up to 7 business days for processing.

**Legal and disciplinary questions will be asked on the renewal application.**

The applicant and designated representative should review these questions carefully, as failure to answer truthfully could lead to an investigation and possible action against the HME services provider's license/registration. Please review the full list of legal and disciplinary questions along with guidance [here](#).

**The applicant and designated representative will be required to sign attestation pages and upload them to complete the renewal application.**

The renewal application cannot be submitted without a signed attestation form by the applicant and designated representative. Both forms must be signed even if the applicant and the designated representative is the same individual.

Links to the forms are listed below:

- Applicant Attestation  
–[www.pharmacy.ohio.gov/hmeapplicantattest](http://www.pharmacy.ohio.gov/hmeapplicantattest)
- Designated Representative Attestation  
–[www.pharmacy.ohio.gov/hmedrattest](http://www.pharmacy.ohio.gov/hmedrattest)

**Licenses or registrations that are no longer needed, must be discontinued properly.**

If a current HME license or registration is no longer needed, a Written Notice of Discontinuation of Business form must be completed and submitted to the Board as required by rule [4729:11-2-05](#). Completed forms can be submitted via email to [new.license@pharmacy.ohio.gov](mailto:new.license@pharmacy.ohio.gov). The form is available [here](#).

For assistance registering for an account or resetting a password in eLicense Ohio, please contact the eLicense Customer Service Center, which can be reached by calling 855-405-5514.

The eLicense Customer Service Centers serves all Ohio Boards and Commissions licensees and applicants. Callers may experience hold times or delays during overlapping renewal cycles across the state's Boards and Commissions.